

Position Vacancy

Fleet Assistant (Full-time/EWA)

The Employees Welfare Association (EWA) of the U.S. Embassy Tokyo is seeking an individual for the position of Fleet Assistant.

POSITION: Fleet Assistant, Employees Welfare Association (EWA)
OPENING DATE: Dec. 10, 2010
CLOSING DATE: Until Filled
OPEN TO: All qualified applicants
WORK HOURS: Full time 40 hours/week
SALARY: ¥250,000/month

Please Note:

1. Only candidates selected for an interview will be contacted.
2. EWA will not sponsor work visas in Japan. Candidates must have the required residency permits to be eligible for consideration.
3. U.S. citizens and U.S. Legal Permanent Residents must have U.S. taxes deducted.
4. This position is not a U.S. Federal Government position.

EWA is seeking:

A licensed driver to work under the Fleet Supervisor providing support to operate a school bus program, community tours, and overall EWA support including loading and unloading different types of cargo. Must be in good physical condition, a good driving record, and able to obtain/ maintain currency of all licenses required to perform duties assigned.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Completion of secondary school education is required.
2. Prior Work Experience: Two years experience driving buses or large vehicles required.
3. Language Proficiency: Strong English ability is preferred.
4. Knowledge: Familiar with the Tokyo area, surrounding US Military bases, and popular sight seeing spots in Japan.
5. Skills and Abilities: Current Japan issued drivers license and ability to operate a vehicle carrying up to 30 passengers, 4 ton refrigerated truck.

ADDITIONAL SELECTION CRITERIA:

1. When equally qualified, Eligible Family Members (EFM) will be given preference.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

APPLICATIONS MUST INCLUDE:

1. A current resume or a curriculum vita that provides details of qualifications.
2. Any other documentation (e.g. test scores, certificates, awards, copies of degrees earned) that address the qualification requirements.
3. Copy of passport with appropriate visa allowing work in Japan, if not a Japanese citizen.

SUBMIT APPLICATION TO:

U.S. Embassy Tokyo
Mr. Andrew Scott, EWA Office Supervisor
10-5, Akasaka 1-Chome
Minato-ku, Tokyo 107-8420

TEL: 03-3224-6787
FAX: 03-3224-6788